

FACILITIES MANAGEMENT

BUDGET UNIT: GROUNDS DIVISION (AAA FMD FMG)

I. GENERAL PROGRAM STATEMENT

The Facilities Management Department Grounds Division is responsible for the grounds maintenance services provided to county owned facilities and some leased facilities through a combination of in house personnel and private grounds maintenance service providers.

II. BUDGET & WORKLOAD HISTORY

	<u>Actual</u> <u>2001-02</u>	<u>Budget</u> <u>2002-03</u>	<u>Estimated</u> <u>2002-03</u>	<u>Department</u> <u>Request</u> <u>2003-04</u>
Total Appropriation	1,271,781	1,595,135	1,368,125	1,456,154
Total Revenue	716,904	753,370	700,000	639,000
Local Cost	554,877	841,765	668,125	817,154
Budgeted Staffing		28.0		23.7
<u>Workload Indicators</u>				
Acres Maintained	715	715	720	720

Variance in budget is a result of vacant positions and savings in services and supplies.

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

Budgeted staffing reduction of 4.3 includes the deletion of 1.0 Supervising Grounds Caretaker as outlined in the Facilities Management Department 4% spend down plan. The portion of the 30% Cost Reduction Plan implemented includes the deletion of 1.0 General Maintenance Worker and 1.0 Grounds Caretaker I. Additionally, the department has deleted 1.0 Grounds Caretaker II and reduced funding to 73% for a Grounds Caretaker I (0.3 budgeting staffing) to offset loss of revenue from the old County Medical Center site.

PROGRAM CHANGES

None.

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

The department has a total of 2.0 vacant budgeted positions in their 2003-04 Department Request Budget. The breakdown of these positions is as follows:

Vacant Budgeted Not In Recruitment	2.0	Slated for Deletion
Vacant Budgeted In Recruitment	<u>0.0</u>	Retain
Total Vacant	2.0	

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Vacant Position Restoration Request:

The department has submitted a policy item for the restoration of 2.0 Grounds Caretaker I's that are slated for deletion. The County Administrative Office recommends Policy Item #1 to restore the 2.0 vacant budgeted positions that would provide landscape maintenance at the Arrowhead Regional Medical Center (ARMC). This restoration is being recommended in order to replace Public Service Employees that are currently providing this service. All costs are 100% reimbursable from ARMC.

CAO Rec	Item	Program	Budgeted Staff	Program Description
x	1	Grounds Services	2.0 \$72,338 Revenue Supported	2.0 Grounds Caretakers that provide landscape maintenance at ARMC.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

GROUP: Internal Services
DEPARTMENT: Facilities Management - Grounds
FUND: General AAA FMD FMG

FUNCTION: General
ACTIVITY: Property Management

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E Board Approved Base Budget
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	
Appropriation					
Salaries and Benefits	954,898	1,096,809	(17,718)	-	1,079,091
Services and Supplies	413,227	498,326	(30,039)	-	468,287
Central Computer	-	-	894	-	894
Transfers	-	-	(424)	-	(424)
Total Appropriation	1,368,125	1,595,135	(47,287)	-	1,547,848
Revenue					
Current Services	700,000	753,370	(8,000)	-	745,370
Total Revenue	700,000	753,370	(8,000)	-	745,370
Local Cost	668,125	841,765	(39,287)	-	802,478
Budgeted Staffing		28.0	(3.0)	-	25.0

GROUP: Internal Services
DEPARTMENT: Facilities Management - Grounds
FUND: General AAA FMD FMG

FUNCTION: General
ACTIVITY: Property Management

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F	H	G+H	J	I+J
	Board	Recommended	G		I		K
	Approved	Program	2003-04	Vacant	2003-04	Recommended	2003-04
	Base	Funded	Department	Position	Proposed	Vacant	Recommended
	Budget	Adjustments	Request	Impact	Budget	Restoration	Budget
	(Adjusted)						
Appropriation							
Salaries and Benefits	1,079,091	(29,057)	1,050,034	(72,338)	977,696	72,338	1,050,034
Services and Supplies	468,287	(67,916)	400,371	-	400,371	-	400,371
Central Computer	894	-	894	-	894	-	894
Transfers	(424)	5,279	4,855	-	4,855	-	4,855
Total Appropriation	1,547,848	(91,694)	1,456,154	(72,338)	1,383,816	72,338	1,456,154
Revenue							
Current Services	745,370	(106,370)	639,000	(72,338)	566,662	72,338	639,000
Total Revenue	745,370	(106,370)	639,000	(72,338)	566,662	72,338	639,000
Local Cost	802,478	14,676	817,154	-	817,154	-	817,154
Budgeted Staffing	25.0	(1.3)	23.7	(2.0)	21.7	2.0	23.7

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Base Year Adjustments

Salaries and Benefits	(40,727)	4% Spend Down Plan - delete 1.0 Supervising Grounds Caretaker.
	30,392	MOU.
	54,056	Retirement.
	9,655	Risk Management Workers Comp.
	(71,094)	30% Cost Reduction Plan - delete 1.0 General Maintenance Worker and 1.0 Grounds Caretaker I.
	<u>(17,718)</u>	
Services and Supplies	(7,922)	4% Spend Down Plan.
	1,047	Risk Management Liabilities.
	(23,164)	30% Spend Down Plan.
	<u>(30,039)</u>	
Central Computer	<u>894</u>	
Transfers	<u>(424)</u>	Incremental change in EHAP.
Total Appropriation	<u>(47,287)</u>	
Total Revenue	<u>(8,000)</u>	4% Spend Down Plan.
Local Cost	<u>(39,287)</u>	

Recommended Program Funded Adjustments

Salaries and Benefits	(50,007)	Delete 1.0 Grounds Caretaker II and 0.3 Grounds Caretaker I.
	20,950	Projected step increases.
	<u>(29,057)</u>	
Services and Supplies	(62,637)	Reduce budget for Tree Trimming and Grounds Maintenance Contractors to align with projected spending for next year.
	(5,279)	GASB 34 Accounting Change (EHAP).
	<u>(67,916)</u>	
Transfers	<u>5,279</u>	GASB 34 Accounting Change (EHAP).
Total Appropriation	<u>(91,694)</u>	
Revenue		
Current Services	(106,370)	Revenue Reduction primarily consists of loss of funding to maintain grounds at old County Medical Center site.
	<u>(106,370)</u>	
Total Revenue	<u>(106,370)</u>	
Local Cost	<u>14,676</u>	

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Vacant Position Impact Summary

	Authorized	Budgeted Staffing	Salary and Benefit Amount	Revenue	Local Cost
Vacant Budgeted Not In Recruitment - Delete	2	2.0	72,338	72,338	-
Vacant Budgeted In Recruitment - Retain	-	-	-	-	-
Total Vacant	2	2.0	72,338	72,338	-
Recommended Restoration of Vacant Deleted		2.0	72,338	72,338	-

Vacant Position Impact Detail

	Position Number	Budgeted Staffing	Salary and Benefit Amount	Revenue	Local Cost
Note: If position is seasonal indicate next to Classification (Seasonal - May through August)					

Vacant Budgeted Not In Recruitment

		-	-	-	-
Subtotal Recommended - Delete		-	-	-	-
<i>Grounds Caretaker I</i>	2359	(1.0)	(36,169)	(36,169)	-
<i>Grounds Caretaker I</i>	76360	(1.0)	(36,169)	(36,169)	-
Subtotal Recommended - Retain		(2.0)	(72,338)	(72,338)	-
Total Slated for Deletion		(2.0)	(72,338)	(72,338)	-

Vacant Budgeted In Recruitment - **Retain**

		-	-	-	-
Total in Recruitment Retain		-	-	-	-

NOTE: If applicable, the vacant position will be bolded if included in the 30% Cost Reduction Plan not yet implemented.
If applicable, the seasonal vacant position that is currently not filled will indicate which months they are needed.